



Deschutes County Health Services

Public Health Advisory Board By-Laws

Mission Statement:

To promote and protect the health and safety of our community.

BY-LAWS

Article I

NAME AND ADDRESS

The name of this body shall be the Deschutes County Public Health Advisory Board (“PHAB”). The permanent address for the Board will be 2577 NE Courtney Drive, Bend, Oregon 97701. PHAB shall carry out its responsibilities consistent with ORS 431.447.

Article II

PURPOSE

PHAB is established to enhance community relations with Deschutes County Health Services (DCHS), to increase public knowledge about public health issues and to assist in the betterment of services provided by DCHS. PHAB also advises the Board of County Commissioners concerning matters of public health and the operation of the public health system.

Article III

RESPONSIBILITIES

PHAB’s responsibilities include providing advice, leadership and guidance in support of the DCHS’s Public Health mission.

PHAB shall:

- A. Inform the Board of County Commissioners (BOCC), the County Administrator, and DCHS Leadership about emerging public health threats, legislation, and health issues in need of attention. Take action only when in alignment or directed by the BOCC.

- B. Work cooperatively with the Behavioral Health Advisory Board and other DCHS advisory groups to promote service integration, Department benefit and accountability as well as operational efficiency and effectiveness.
- C. Promote the public health programs, services, and educational opportunities provided by DCHS within the community.
- D. Participate in developing and endorsing the priorities and services provided or sponsored by DCHS, including health assessment review, health improvement plan development, and strategic planning.
- E. Assist DCHS in fulfilling the requirements necessary to be designated as a National Public Health Accreditation Board Accredited Health Department (<http://www.phaboard.org/>)
- F. Recommend advocacy positions for the resources necessary to assure the provision of essential public health functions. This includes, but is not limited to supporting Public Health budget requests made during the Deschutes County annual budget process.
- G. Monitor health status indicators that will help to identify community health problems and work towards identifying a solution that can be recommended to the BOCC and DCHS Leadership.
- H. Determine priorities that surface organically in the community in order to be relevant, timely, and responsive.
- I. Follow DCHS established communication protocol when acting as a PHAB Member in communicating with the Board of County Commissioners, the County Administrator, and Legislature.
- J. Actions to be taken by PHAB will include, but are not limited to:
 - 1. Provide relevant information and when appropriate, recommendations to the Board of County Commissioners through presentations and informational letters,
 - 2. Advocate on legislation that may impact public health,
 - 3. Write letters of support for vetted grant applications and programs that will positively impact public health.
 - 4. Respond with appropriate action on information and requests presented to PHAB by persons who are well informed on public health matters, including those brought by PHAB Members.
 - 5. Support and amplify public awareness campaigns from DCHS, when requested.
 - 6. Support interagency efforts related to public health promotion.
 - 7. Other tasks as requested by the BOCC and DCHS.

Article IV

MEETINGS

Section I. Regular Meetings:

PHAB will endeavor to meet monthly, and at least once per calendar quarter. The PHAB Chairperson, in consultation with the PHAB Coordinator, may call other meetings as necessary. Meetings will be held virtually or in a conference room accessible to PHAB members and the general public.

Section II. Special Meetings or Work Sessions:

Special meetings and work sessions may be called by the PHAB Chairperson. Public law requires that members of PHAB and the press receive written notice at least 24 hours prior to holding such a meeting.

From time to time, PHAB may meet in Executive Session upon motion by any member of PHAB. When an Executive Session is called, all non-PHAB Members will be excused.

Section III Quorum:

A majority of PHAB members, including those in actual attendance as well as those attending by proxy, shall constitute a quorum necessary for the transaction of any and all business of PHAB.

Section IV Minutes:

PHAB shall cause minutes of all meetings to be prepared and approved in accordance with Oregon Public Meetings law. Health Services Department staff shall prepare, maintain and have available minutes of PHAB meetings, including, without limitation, a recording of all motions and subsequent actions. Announced conflicts of interest shall be noted.

Section V. Voting:

Each PHAB member shall have one vote. Any matter coming before PHAB shall be decided through voting by a majority of members, either physically present, through virtual platforms, or by proxy. While personal attendance is always preferred, each member is entitled to one vote. Members must declare potential conflicts of interest under consideration and will abstain from voting on issues related to conflict of interest as determined by the membership.

Proxy voting is permitted upon any issue which has been included in the notice of the meeting. Members who are present are limited to not more than one absent member's proxy, in addition to their own vote. Members who choose to vote by proxy shall notify the PHAB chair, PHAB Coordinator, or PHAB member to whom the proxy is assigned via email prior to the meeting. Such votes will be documented in meeting minutes. If the matter is not voted on at the meeting for which it was noticed, then all proxies for such matter shall be deemed to have expired.

Section VI. Notice of Meetings:

Notice of regular and special PHAB meetings shall be posted online at <https://www.deschutes.org/>. This will include the time, date, and physical or virtual location of the meetings, as well as any documentation relevant to the meetings and PHAB.

Unless in Executive Session, all meetings are public and will offer opportunities for public comment (at discretion of PHAB Chair) and listening to PHAB deliberations.

Article V

MEMBERSHIP

Section I. Qualifications & Representation:

The membership of PHAB shall provide a balanced representation of the geographic and social diversity of the County and shall be comprised of lay citizens, health professionals, and others with a sincere interest in advocating public health. PHAB shall be composed of at least nine (9) and not more than fifteen (15) individuals. These persons shall be qualified by interest, training, or experience to review, make recommendations, and provide guidance for a strong local Public Health system in Deschutes County.

The membership should attempt to reflect the varying age, race, gender, identity, ethnic, socioeconomic, geographic, and professional interests in the County. Members shall serve without remuneration.

Section II. Nominations:

PHAB shall make nominations for membership on PHAB to the Deschutes County Board of Commissioners for approval and appointment

Section III. Ex-Officio Members:

In addition to the appointed PHAB members, the Deschutes County Board of Commissioners shall appoint, from among themselves, one member to serve as liaison to the PHAB who is expected but not required to attend at least two (2) PHAB meetings each calendar year.

Additionally, the Public Health Director of the Health Services Department and the County Health Officer will be Ex-officio members of PHAB. Ex-officio members do not have voting rights. PHAB may appoint other Ex-officio members as appropriate.

Section IV. Attendance:

PHAB members shall endeavor to attend all meetings in person. Three (3) consecutive unexcused absences shall constitute grounds for removal.

Section V. Removal:

Any member may be removed whenever the best interests of the DCHS or PHAB is not served.

Grounds for removal from PHAB include without limitation, taking a position that is in conflict with the mission of PHAB and/or DCHS and having three (3) consecutive absences from PHAB meetings without prior notification to PHAB Chair.

The member whose removal is placed in issue shall be given prior notice of his/her proposed removal and a reasonable opportunity to appear and be heard at a meeting of PHAB. A member may be removed pursuant to this section by not less than two-thirds ($\frac{2}{3}$) of the total number of members then serving on PHAB, or by majority vote of the Board of County Commissioners.

Article VI

TERMS OF OFFICE AND VACANCIES

Section I. Term and Length of Service:

PHAB members shall serve staggered terms of office and be assigned a position number with expiration date to assure even rotation. A full term is three (3) years. The Founding PHAB will be assigned initial terms of 1, 2, or 3 years by the Board of County Commissioners in order to initiate staggered rotation.

After a Founding member finishes his or her initial term, they may apply for nomination for a second term. A member appointed to serve the unexpired term of another member shall begin their membership on the first day of the month immediately following the date it is approved. Regular terms shall begin and expire on September 1. A member may not initiate a new term on PHAB if the member has already served for 10 years or more.

Section II. Vacancies:

A vacancy occurs when a PHAB member's term expires, or when a PHAB member moves out of the service area, dies, resigns, or is removed from PHAB. When a vacancy occurs, PHAB will initiate a recruitment process and recommend appointment of an identified and vetted candidate to PHAB by the Board of County Commissioners.

Article VII

OFFICERS

Section I. Officers:

PHAB shall elect a Chairperson and Vice-Chairperson each to serve a two-year term which can be renewed for a third year upon the consent of PHAB and acceptance of the nominee. In Addition, The Vice-Chairperson shall be eligible for election to the Chair after Chairperson's term ends or they resign. If no other candidates come forward expressing interest in the Chair position, the Vice-Chair may become Chair upon the consent of PHAB. In the event of a Chair resignation, the Vice-Chair may assume the Chair position upon consent of PHAB, and finish the resigning Chair's term of office or request a full two year term.

Section II. Elections:

Elections of new officers shall take place prior to the end of the calendar year with the new term beginning at PHAB's first regular meeting in January. Terms will begin and end January 1, unless the election took place after such date, in which case the term will begin immediately or when feasible. In the event that nominations for Officer positions are not received by the scheduled election, a six (6) month extension will be offered to the current officer. In the event that only one nominee is available for an Officer position, PHAB may elect that nominee through consensus.

Section III. Duties:

Duties of the officers are as follows:

1. Chair:

- a. Shall prepare the agenda with the assistance of PHAB Coordinator.
- b. Shall conduct the meeting in accordance with parliamentary procedure and comply with the rules and regulations of County and State with regard to public meetings.
- c. May call special meetings of PHAB as are necessary.
- d. Shall serve as an Ex-Officio member of all committees.
- e. Shall sign off on advocacy position letters and present to the BOCC when needed.

2. Vice-Chair:

- a. Shall assist the Chair as needed.
- b. Shall serve as Chairperson during such time as the Chair is absent or unable to serve.
- c. Shall sign off on advocacy position letters and present to the BOCC when needed.

Article VIII

COMMITTEES

Section I. Standing Committees:

PHAB shall appoint standing committees and their membership at its discretion. Membership may include PHAB members, staff, and other community members at the discretion of PHAB.

Section II. Executive Committee:

The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, and the PHAB Coordinator. The Executive Committee shall have the authority to act on behalf of the entire PHAB for matters of routine business, but shall report to the entire PHAB its actions as reflected in carefully maintained minutes. The Health Services PHAB Coordinator shall be a non-voting member of the Executive Committee.

Section III. Subcommittees:

Subcommittees may be established by PHAB as needed and may consist of additional individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field

of endeavor. Once a Subcommittee has completed all assigned tasks and reported same to the PHAB, it shall expire.

Section IV. Public Meetings:

All Committee meetings shall be open to the public..

Article IX

CONFLICT OF INTEREST

No PHAB member shall be an employee of Deschutes County Health Services Public Health or an immediate family member of an employee. An exception is allowed for individuals who serve in an on-call, temporary, or limited duration capacity with DCHS.

Article X

PARLIAMENTARY AUTHORITY

Meetings shall be conducted using the general guidelines of Robert's Rules of Order.

Article XI

ADOPTION, AMENDMENT

PHAB shall review, revise, and recommend approval and adoption of these By-Laws. After PHAB approval, the By-Laws shall be delivered to the Board of County Commissioners for final approval and formal adoption.

APPROVED BY BOARD OF COUNTY COMMISSIONERS ON OCTOBER 18, 2023.